

30 July 1956

*File Policy*

MEMORANDUM FOR: General Counsel  
Chief, Audit Staff  
Chief, Commercial Staff  
Chief, Management Staff

SUBJECT : Establishment of Panels Within the Administration  
Career Service

1. At the Twelfth Meeting, 17 July 1956, the Administration Career Board considered proposed plans for the redistribution of certain SD-SA positions and recommended the following:

Office of the Director - Will remain the responsibility of the Administration Career Service until further study is completed. All positions and employees will remain designated SD-SA.

Office of Deputy Director (Support) - Will remain the responsibility of the Administration Career Service and all positions and personnel will remain designated SD-SA.

Management Staff - A Management Panel under the jurisdiction of the Chief, Management Staff will be established to provide development, proper placement and promotional opportunities to personnel assigned to the Management Staff. All positions and personnel to remain designated SD-SA. The Board recommended transfer of the Records Management Analyst positions at [REDACTED] to the Management Panel.

Office of the General Counsel - A General Counsel panel under the jurisdiction of the General Counsel will be established to provide development, proper placement and promotional opportunities to personnel assigned to the Office of the General Counsel. All positions and personnel to remain designated SD-SA.

Commercial Staff - A Commercial Panel under the jurisdiction of the Chief, Commercial Staff will be established to provide development, proper placement and promotional opportunities to personnel assigned to the Commercial Staff. All positions and personnel to remain designated SD-SA.

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Audit Staff - An Audit Panel, under the jurisdiction of the Chief, Audit Staff will be established to provide development, proper placement and promotional opportunities to personnel assigned to the Audit Staff. All positions and personnel to remain designated SD-SA.

General Administrators - DD/P and DD/S components, GS-12 - GS-18 will remain the responsibility of the Administration Career Service. Positions and personnel will remain designated SD-SA.

General Administrators - DD/P, GS-7 - GS-11 - A listing of positions and personnel in this category will be forwarded to the Clandestine Services with the proposal that they be transferred to the DS panel or to the newly established DA panel which is being activated to provide for junior administrative officers and personnel in related fields.

Other positions currently under the jurisdiction of the Administration Career Service but not administrative in nature will be reviewed by the Secretary for the purpose of preparing recommendation for transfer to appropriate Boards or Panels.

The Board recommended that the newly established panels be responsible for all personnel actions within their respective groups with the exception of those actions involving senior personnel, which the Deputy Director (Support) may desire to have brought to his attention.


2. The Deputy Director (Support) has approved the above recommendations.

3. In view of the above, effective 1 August 1956 the following Panels will be established to provide development, proper placement and promotional opportunities to personnel assigned to their respective groups:

Management Panel  
General Counsel Panel  
Commercial Panel  
Audit Panel

4. All positions and personnel under the jurisdiction of the above listed Panels will remain designated SD-SA. (Current listing attached.)

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H. GATES LLOYD  
Acting Deputy Director  
(Support)

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